

SECRET

OSA-0731-64

1 April 1964

MEMORANDUM FOR: Deputy for Technology, OSA
Deputy for Field Activities, OSA
Chief, Support Division, OSA
Chief, Security Staff, OSA

SUBJECT : Methods for Management of Research and
Development Activities

1. To assist in improving our management procedures, arrangements have been made for [redacted] Management Planning, Itak to present to us and discuss with us methods for management of research and development activities. [redacted] is an accepted authority on this subject.

2. The presentation and subsequent discussion is to be at the Dupont Plaza Hotel from 0900 to 1200, 10 April 1964. Representation is desired from your staff, the Budget and Finance Branch, Contracts Division and Materiel Division. Request names of representatives be provided the Programs Staff by 1500, 8 April. Transportation to the hotel will depart from the Main Entrance at 0830, 10 April.

Acting Assistant Director
(Special Activities)

PS/OS. [redacted] sk:4526(1Apr64)

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